



Personnel and Administrative Policy and Procedure

SUBJECT: Jury Duty	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.29	CROSS REFERENCE: AFSCME Article 12, Section G: Jury Duty and Other Related Duties

Purpose: Establish procedure to cover periods when an employee is serving on a jury or is subpoenaed as a witness in a trial.

Definitions

Jury and Witness Leave: Period of time when an employee is called to serve as a jury member or is subpoenaed for a trial in which the employee is not a party in the matter.

Scope: All employees called to jury duty or subpoenaed to be a witness before a court, legislative committee, judicial or quasi-judicial body to which the employee is not a party in the matter.

Policy: Employees shall be granted a leave of absence with pay for service as a juror or for time to appear if served with a subpoena that compels their presence as a witness, unless they are a party to the court action or an expert witness. The employee must provide a copy of the jury summons or subpoena to HR prior to the start of the jury duty. The employee must turn into payroll any pay received for jury duty or court appearances (less mileage) during work hours. Employees will only receive their normal salary for scheduled work days that the employee is required to appear in court. If an employee is released from court, by such time that it would allow the employee to return to work two (2) or more hours before the end of the work day, the employee should report back to work.

Procedures

- Employee immediately notifies supervisor upon receiving notice of jury duty or subpoena to be a witness.
- In consult with the employee, a supervisor may request the court to reschedule jury duty if it would create a business hardship. In general the City supports service as a juror and exercises this option sparingly.
- Employee submits copy of summons or subpoena to HR prior to the leave.
- Employee records time as "Jury Duty" for each day served as a juror or witness.
- When jury/witness duty is completed, the employee must sign over all fees to the City, except mileage, unless fees were earned on the employee's day off or during other authorized paid leaves.

Responsibilities

Employees:

- Promptly notify supervisor when called to jury duty or subpoenaed in a court matter.
- Provide a copy of the jury summons or subpoena to Human Resources.
- Accurately record time off as jury duty in time entry system.
- Turn into the City any pay received for time as a juror or witness, (less mileage) during work hours.
- Report to supervisor if released from jury duty prior to the end of the day.

Supervisors:

- Work with the employee to allow attendance as juror when possible.
- Forward to HR any jury summons or subpoenas received from an employee.

Human Resources:

- Place a copy of jury summons or subpoena in personnel file and make a copy for Payroll.

Payroll:

- Verify monies are received for time as a juror or witness and process wages as appropriate.